

# APPLICATION FOR ASSEMBLAGE OF LARGE NUMBERS OF PEOPLE LICENSE

## ORDINANCE #112

*Applicants are encouraged to read Ordinance 112 in its entirety as part of preparing a permit application. There are three key provisions of the ordinance that require particular attention:*

- 1) The license shall permit the assembly of only the maximum number of persons stated in the license. The County Board may impose restrictions on the maximum number of persons which will be assembled if such restrictions are deemed necessary to protect the health, safety and welfare of those persons who will be in attendance, the residents of the community in which the assembly will be held, and other residents of Dakota County.*
- 2) The licensee shall not sell tickets to nor permit to assemble at the licensed location more than the maximum permissible number of persons stated in the license.*
- 3) No performance or other activity in connection with the licensed show or exhibition shall occur between the hours of 11:30 pm and 9:00 am on Friday and Saturdays and between 9:00 pm and 9:00 am on Sundays through Thursdays.*

*Applicants should note that additional permits may be required by Township Officials and/or the Dakota County Fair. Copies of these approvals must be provided prior to final approval by the Dakota County Board of Commissioners.*

**THIS APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS IN ADVANCE OF EVENT AND ACCOMPANIED WITH A NONREFUNDABLE FEE OF \$235.00. APPLICATIONS RECEIVED LATE WILL IMPOSE AN ADDITIONAL FEE OF \$120.00. THIS FEE IS SUBJECT TO CHANGE – PLEASE SEE WEBSITE FOR CURRENT FEE AMOUNTS.**

The application must be completed as follows and must include a written plan as described in the attached requirements.

Return completed application to:     Dakota County PS&R  
Attn: Shari Fink  
1590 Highway 55  
Hastings, MN 55033

Property Address of Event:

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Legal Description of Property:

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Nature or Purpose of Event:

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Total Number of Days for Event: \_\_\_\_\_

Exact Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Hours during which music will be played (if applicable): \_\_\_\_\_

Hours during which alcohol will be served (if applicable): \_\_\_\_\_

Maximum Number of Attendees (Or Tickets Sold): \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant e-mail address: \_\_\_\_\_

I attest that the information included in the application is accurate and true to the best of my knowledge:

\_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**In the event the Assembly is to occur on property belonging to other than the applicant, the application must include the notarized signature of the land owner or copy of the lease authorizing use of the property.**

Landowner Name: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

Landowner Phone: \_\_\_\_\_

I attest that the information included in the application is accurate and true to the best of my knowledge:

\_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me

This \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

1.	<p><b>Attendance - Ordinance plan requirement:</b> Maximum number of people to be assembled or admitted to the location and the method to be used to track the number of attendees and limit the number of attendees to those authorized in the permit.</p> <p><b>Guidance:</b></p> <p>A) Applicant should make a best estimate of the expected attendance. Permits are required for any event with over 300 persons in attendance. Note that Ordinance requires that the event be <b>limited to the number of people listed in the plan</b>; applicants may wish to add in a cushion to their estimate if more people than estimated could be expected.</p> <p>B) Applicant should describe the method that will be used to track attendance. For example: Wrist bands will be provided for all attendees upon entering the event site. The number of assigned wrist bands will be limited to the total attendance of the permit application.</p>
	<p><i>Applicants Response:</i></p>
2.	<p><b>Site Map - Ordinance plan requirement:</b> A fence or barrier completely enclosing the proposed location of sufficient height and strength to prevent people gaining access to the assembly grounds, and having sufficient entrances and exits to allow easy movement into and out of the assembly grounds.</p> <p><b>Guidance:</b> A map of the Dakota County Fairgrounds is attached for events that are held at that location that can be marked up with the required information. For events at other locations, the applicant should provide a sketch of the event site with the any fencing, entrances and exits marked on the site sketch.</p>
	<p><i>Applicants Response:</i></p>
3.	<p><b>Water - Ordinance plan requirement:</b> Sanitary potable water sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least 1 gallon per person per day.</p> <p><b>Guidance:</b> Describe how this requirement will be met through available water sources at the site or water available for purchase.</p>
	<p><i>Applicants Response:</i></p>

4.	<p><b>Restrooms - Ordinance plan requirement:</b>          Separate enclosed toilets and hand washing stations, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled, as recommended by the Dakota County Public Health Department.</p> <p><b>Guidance:</b>          Describe any permanent toilet facilities and any portable rental units that will be used during the event. Describe how portable toilets will be cleaned and serviced and provide the name of the vendor, vendor contact, vendor phone number.</p>
	<p><i>Applicants Response:</i></p>
5.	<p><b>Food - Ordinance plan requirement:</b>          Special event food and beverage stands operated in compliance with the Minnesota Food Code, as evidenced by a current license issued by the Minnesota Department of Health.</p> <p><b>Guidance:</b>          Describe the types and numbers of food and beverage stands that will be at the event. Provide a statement that all food and beverage stands will be licensed by the Minnesota Department of Health (if required) and that each vendor will display the license prominently.</p>
	<p><i>Applicants Response:</i></p>
6.	<p><b>Trash - Ordinance plan requirement:</b>          A sanitary method of disposing of solid waste in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people to be assembled at the rate of at least 2.5 lbs. of solid waste per person per day, together with a plan for collecting and holding all such waste at least once each day of the assembly's continuance, and sufficient trash containers and personnel to perform such tasks.</p> <p><b>Guidance:</b>          Describe who will be responsible for managing solid waste at the site and how the waste will be handled (e.g. trash receptacles). Include contractor business name if applicable. Make a statement that there will be sufficient capacity at the site to prevent waste from becoming a nuisance.</p>
	<p><i>Applicants Response:</i></p>

7.	<p><b>Lighting - Ordinance plan requirement:</b></p> <p>If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles at ground level, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.</p> <p><b>Guidance:</b></p> <p>Describe any lighting strategies that will be used for the event. If the event will operate only during daylight hours – please state so.</p>
	<p><i>Applicants Response:</i></p>
8.	<p><b>Security - Ordinance plan requirement:</b></p> <p>Security and traffic controls which will meet the requirements of local authorities and the Minnesota Department of Public Safety. Such controls shall include, but not be limited to, Minnesota law enforcement officers having jurisdiction in Dakota County or protective agents licensed in Minnesota physically present , as follows:</p> <ul style="list-style-type: none"> <li>• Up to 300 people            1 officer per 150 attendees</li> <li>• Over 300 people            1 officer per 200 attendees</li> </ul> <p>The written plan shall include the number of officers to be provided, their credentials and hours of availability.</p> <p>The Dakota County Sheriff may recommend that security staffing requirements be reduced based upon the applicant's assemblage license history.</p> <p>If security is provided by the Dakota County Sheriff's Office, cost of security for on-duty personnel will be billed by the Sheriff's Office at a rate established annually by the Board. <b>SECURITY ATTACHMENT MUST BE COMPLETED AND SUBMITTED ALONG WITH APPLICATION</b></p> <p><b>Guidance:</b></p> <p>Describe your arrangements for security and traffic control. Include the name and cell phone number of an individual who will be on site during the event to contact if there are security issues.</p>
	<p><i>Applicants Response:</i></p>
9.	<p><b>Fire Safety - Ordinance plan requirement:</b></p> <p>Fire protection sufficient to meet all applicable state and local laws and regulations which shall include, but not be limited to, extinguishing devices, fire lanes and escapes, and sufficient emergency personnel to efficiently operate the required equipment.</p> <p><b>Guidance:</b></p> <p>Applicant should describe fire protection provided for the event.</p>
	<p><i>Applicants Response:</i></p>

10.	<p><b>Communications - Ordinance plan requirement:</b></p> <p>Telephones connected to outside lines for public use, at the rate of at least one separate line and receiver for each 5,000 people to be assembled, and at least one telephone connected to a separate outside line which shall be available for emergency use at all times.</p> <p><b>Guidance:</b></p> <p>Describe the number of phone lines and any other methods of communications (radios, cells phones, pagers, walkie talkies) that will be used by applicants to coordinate the event or respond to emergencies.</p>
	<p><i>Applicants Response:</i></p>
11.	<p><b>Medical Emergencies - Ordinance plan requirement:</b></p> <p>The applicant shall ensure the availability of at least two state-certified (MN) Emergency Medical Technicians in an enclosed, appropriately heated or air-conditioned facility on the Licensed Premises wherein medical treatment may be rendered, containing one Automatic External Defibrillator and at least two beds for the first 1,000 persons or an incremental portion thereof. Events with less than 3,000 people shall have an emergency ambulance on the site of the Assembly staffed by at least two state-certified Emergency Medical Technicians. Events with 3,000 people or greater shall have an emergency ambulance on the site of the Assembly staffed by at least two state-licensed certified Emergency Medical Technicians attendants. For assemblies in excess of 3,000 persons, the necessity of additional medical facilities and personnel shall be recommended by the Dakota County Public Health Department.</p> <p><b>Guidance:</b></p> <p>Describe the facility or temporary facilities (ambulances/tents/tarps) that will be used as first aid stations. Describe how the facilities will be outfitted ( AED's, beds, first aid supplies) Describe the operating hours for the first aid station in relation to the duration of the event.</p> <p>List ambulance service provider and a contact name for the service. List ambulance service provider and a contact name for the service. <i>Note: All Emergency Medical Technicians must be Minnesota state certified. By statute, all ambulances must be licensed under the Minnesota Emergency Medical Services Regulatory Board.</i></p>
	<p><i>Applicants Response:</i></p>
12.	<p><b>Parking - Ordinance plan requirement:</b></p> <p>A parking area inside the assembly grounds sufficient to provide parking space for the maximum number of people to be assembled, at the rate of at least one parking space for every four persons per day. Adequate handicapped designated parking spaces shall be provided in accordance with applicable Minnesota Rules governing the provision of such.</p> <p><b>Guidance:</b></p> <p>Describe and mark these areas on the site sketch provided under item 2.</p>
	<p><i>Applicants Response:</i></p>

13. **Noise Levels - Ordinance plan requirement:**

All reasonably necessary precautions to ensure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly. In no case shall sound levels exceed Minnesota Rules establishing noise standards, Minnesota Rules, Chapter 7030 or successor rules. The permit will include the applicable portion of The Dakota County Sheriff has the authority to order a reduction in sound levels, if necessary, based on complaints.

**Guidance:**

The Sheriff's Office utilizes Minnesota Rules, Chapter 7030 to evaluate the maximum sound level permissible during a permitted event. At the point at which a residential area begins, sound level readings may not exceed 65 dBA for more than 10 percent of the time, more than 60 dBA for greater than 50 percent of the time during the daylight hours of 7:00 am to 10:00 pm. Between the nighttime hours of 10:00 pm and 7:00 am., sound levels may not be greater than 55 dBA 10 percent of the time or 50 dBA 50 percent of the time. On the Fairgrounds, sound levels may not be greater than 80 dBA for more than 10 percent of the time or greater than 75 dBA for more than 50 Percent of the time.

Minnesota Rules, Chapter 7030.0040 Noise Standards

Noise Area Classification	Daytime		Nighttime	
	L10	L50	L10	L50
1-Residential Areas	65 dBA	60 dBA	55 dBA	50 dBA
3- Fairgrounds	80 dBA	75 dBA	80 dBA	75 dBA

L10 - means the sound level, expressed in dB(A), which is exceeded ten percent of the time for a one hour period.

L50 - means the sound level, expressed in dB(A), which is exceeded 50 percent of the time for a one hour period.

Other Ordinance Requirements:

Applicants are encouraged to read Ordinance 112 in its entirety as part of preparing a permit application.

There are two additional conditions of particular note for event planning. The following items are not part of the plan requirements but rather general ordinance requirements.

14. **Lawful Assembly Permit Bond - additional ordinance requirements:**

Evidence of a \$10,000 bond payable to Dakota County either in cash or underwritten by a performance surety company licensed to do business in Minnesota assuring that there will be no damage to any County highway, street or other public property arising out of or as a result of the licensed assembly and that the licensee will promptly and fully repay or repair any damages so done, and that all provisions of this ordinance and conditions imposed by the County Board in the issuance of such license are fully complied with by the licensee. Bonds must be provided to the County Treasurer- Auditor to obtain the license.

**Guidance:**

Applicant must provide documentation in conformance with the requirements prior to staff approval of the permit application. An example bond can be found on the county website.

15.	<p><b>General Liability Insurance</b> - additional ordinance requirements:</p> <p>Evidence of commercial general liability insurance covering all injuries or damage caused by or as a result of the conduct of the assembly in the sum of \$1,000,000 per occurrence for bodily injury or death or property damage naming Dakota County <u>as an additional insured</u>. Proof of such coverage must be submitted to the County Treasurer- Auditor to obtain the license.</p> <p><b>Guidance:</b></p> <p>Applicant must provide documentation in conformance with the requirements prior to staff approval of the permit application. An example insurance certificate can be found on the county website.</p>
16.	<p><b>Animals/Pets</b> - additional ordinance requirement:</p> <p>No animals or household pets, not directly involved in the show or exhibition or the policing thereof, shall be permitted on any of the grounds or facilities, and no animals or pets shall be permitted to run loose.</p> <p><b>Guidance:</b></p> <p>Applicant should instruct event security staff to screen for any pets that attendees might try to bring into the event.</p>
17.	<p><b>Fires</b> - additional ordinance requirement:</p> <p>No fire of any kind shall be permitted on the premises or facilities except in grills or at locations designated for that purpose.</p> <p><b>Guidance:</b></p> <p>Applicant should assure that security staff is aware of this requirement.</p>

If you have any questions please contact the following staff:

Application status/approval	Shari Fink	Public Services And Revenue	Phone 651-438-4372 Fax 651-438-8260
Sections 1,2,7,8,9,10, 12,13,16,17	Dan Scheuermann	Sheriff's Office	651-438-4706
Sections 3,4,5,6	Jon Springsted	Public Health	952-891-7504
Section 11	Marty Forseth	Public Health	651-554-6110
Sections 14 and 15:	B.J. Battig	Risk Manager	651-438-4532

Any documents submitted by the applicant after the initial permit application submitted will be included in the application packet and become part of the permit.

# Security Agreement

Ordinance Number 112 (Public Assemblage) requires security staffing at all events. Staffing shall be determined using the following criteria:

Minnesota law enforcement officers having jurisdiction in Dakota County or protective agents licensed in Minnesota physically present, as follows:

Up to 300 people

One officer per 150 attendees

Over 300 people

One officer per 200 attendees

The written plan shall include the number of officers to be provided, their credentials, and hours of availability.

Final staffing numbers will be determined by a representative of the Dakota county Sheriff's Office based on, but not limited to:

**Type of Event:**

\_\_\_\_\_

**Anticipated Number of Attendees:**

\_\_\_\_\_

**Previous Track Record of Event:**

\_\_\_\_\_

**Sale of Alcoholic Beverages:**

\_\_\_\_\_

**Recommended Number of Security Staffing:**

\_\_\_\_\_

**Actual Number of Security Staffing:**

\_\_\_\_\_

**Sheriff's Office Contact:**

**Commander Dan Scheuermann**

**Office Phone: (651) 438-4706**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sheriff's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_